



EMERGENCY ACTION CHECKLIST

These guidelines are to be used in emergency situations; they are not substitutes for good judgment.

The safety of the City of Abilene employees is paramount.

Know your building's Evacuation Plan

City of Abilene Homeland Security
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HANDLING AN EMERGENCY: THE FIRST 30 MINUTES

- ❑ Understand the circumstances. Do not speculate
- ❑ Define the problem
- ❑ Refer to the appropriate checklist
- ❑ Act decisively to ensure the safety of the City of Abilene employees and citizens in the workplace

HANDLING AN EMERGENCY

ACTIONS UPON NOTIFICATION

- ❑ Know and follow your building's evacuation procedures
- ❑ Leave using the published evacuation routes and exit doors, if possible
- ❑ Take note of co-workers and the public in your work site
- ❑ Help announce "evacuation in-progress" while exiting
- ❑ Do not use the elevator
- ❑ Follow directions from first responders, if offered
- ❑ Go to the preplanned assembly sites for your building
- ❑ Assist with accountability procedures for your work site
- ❑ Stay with your co-workers until everyone is accounted for
- ❑ Do not re-enter the building until cleared by emergency responders

BUILDING EVACUATION

PLAN AHEAD - BE AWARE OF POTENTIAL EXIT ROUTES IN YOUR BUILDING.

WHEN LEAVING THE BUILDING, USE THE ROUTE THAT IS THE CLOSEST AND SAFEST TO YOUR LOCATION.

MEET UP WITH CO-WORKERS AT _____, OR AT _____, IF THE FIRST LOCATION IS NOT AVAILABLE.

DO NOT LEAVE THE ASSEMBLY POINT UNTIL YOU ARE INSTRUCTED TO DO SO BY AUTHORIZED PERSONNEL.

BUILDING EVACUATION PLAN FOR _____

ACTIONS

- ❑ Take cover and notify co-workers as soon as safety permits
- ❑ Move to a pre-determined evacuation route avoiding danger
- ❑ Reassemble in the pre-determined assembly area
- ❑ Determine if all co-workers and any citizens in your work area are accounted for

MAKE NOTIFICATIONS

- ❑ CALL 911
- ❑ Notify Department Head / Risk Management 676-6309/ if time permits

EXPLOSION

IF YOU DISCOVER A FIRE

- ❑ Announce the fire and prepare to evacuate
- ❑ Pull fire alarm (if one has been installed in your building)
- ❑ Call 911
- ❑ Evacuate (See checklist and your building's Evacuation Plan)
- ❑ Do not use elevator
- ❑ Follow directions of Emergency Personnel

IF SOMEONE ELSE ANNOUNCES FIRE

- ❑ After hearing alarm or upon notification, EVACUATE IMMEDIATELY
- ❑ Upon leaving, announce evacuation -- take note of co-workers and the public in your area
- ❑ Close doors behind you
- ❑ Move to a pre-determined evacuation route avoiding danger
- ❑ Reassemble in the pre-determined assembly area
- ❑ Determine if all co-workers and the public who were in your work area are accounted for

FIRE

UPON BEING NOTIFIED

- ❑ Turn off heating, cooling, and ventilation, if possible
- ❑ Close all windows and doors and seal, if possible
- ❑ Move yourself, co-workers and any citizens away from the dangerous material
- ❑ Follow Hazmat or Emergency Plans' directions

IF MAKING NOTIFICATION UPON DISCOVERY

- ❑ Call 911 / City of Abilene Homeland Security 676-6683
- ❑ HAZMAT Team will recommend remaining in-place or evacuation
- ❑ Do not leave until approved by HAZMAT team
- ❑ If directed, follow your building's Evacuation Procedures

HAZARDOUS MATERIALS

AIDING OTHERS

- ❑ Stay calm
- ❑ Call 911 to activate EMS
- ❑ Be specific when describing the emergency
Give details where you are located (building, floor, room, or office number)
- ❑ Assess the safety of the area
You may have to control surrounding hazards before you can help the victim(s)
- ❑ Have someone meet emergency personnel at building entrance to lead them to victim(s)
- ❑ If victim is unconscious, assess Airway, Breathing, and Circulation
If CPR is needed, request AED (if located at the facility)
- ❑ If victim is conscious, assess the immediate problem, and make them comfortable until an EMS arrives. Gather details on symptoms to pass on to EMS in case victim loses consciousness

MEDICAL EMERGENCIES

PRE-STORM ACTIONS

- ❑ Designate someone to monitor television/radio/All Warning Radio (NOAA)
- ❑ If threat is great, consider moving to a basement or interior room
- ❑ Have a battery operated radio on hand in case of power outage
- ❑ Alert co-workers and the public in your work area of potential storm hazards

ACTIONS AFTER TORNADO WARNING

- ❑ Avoid routes near windows on way to the designated shelter area
- ❑ Ensure that your shelter area is in an interior room away from windows
- ❑ Duck and cover
- ❑ After danger has passed, account for co-workers and the public in your work area
- ❑ Remain in the shelter area until advised by authorities that it is safe to exit
- ❑ For First Aid, see Medical Emergencies

TORNADOES

IF YOU ARE THE CALL TAKER

- ❑ Remain calm
- ❑ Keep caller on the phone as long as possible
- ❑ Do not hang up
- ❑ Signal someone to alert 911 (dispatch) for Police support
- ❑ Ask questions (See information checklist next page)

IF YOU ARE TOLD TO EVACUATE

- ❑ Refer to **EVACUATION** checklist
- ❑ Follow your building's Evacuation Plan
- ❑ Once outside, do not use cell phone or radio communication equipment within _____ feet of the building

NOTIFICATIONS

- ❑ Notify Department Head/Risk Management 676-6309
- ❑ Police/Department Head/Safety/ will announce evacuation
- ❑ Be available for Police and Public Information Officer interviews

BOMB THREAT

CALL TAKER INFORMATION CHECKLIST
BOMB THREAT

When is the bomb set to explode? _____
Where is it located? _____
What kind of bomb is it? _____
What will cause it to explode? _____
Did you place the bomb? _____
What is your address? _____
What is your name? _____

CALLER'S VOICE (Circle all that apply)

Male	Female	Adult	Juvenile
Rapid	Accent	Slurred	Deep
Disguised	Crying	Normal	Nervous
Excited	Slow	Calm	Angry

THREATENING LANGUAGE (Circle all that apply)

Irrational	Message Read	Taped
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BACKGROUND SOUNDS (Circle all that apply)

Office Machinery	Street Noises	Car Engine
Animal Noises	Music	Household Noises
Party Atmosphere	Clear/Static	Train Noises

BOMB THREAT CALL TAKER INFORMATION CHECKLIST

IF YOU ARE CONFRONTED

- ❑ Remain Calm
- ❑ Get Assistance
- ❑ Know when to call 911 (anytime you think it's necessary)
- ❑ Trust your instincts

WHEN CALLING 911 PROVIDE

- ❑ Your name
- ❑ Exact location, building name, floor, office, room number, directions and landmarks if outdoors
- ❑ Describe incident
- ❑ Number of people with you and injuries if applicable

SUSPECT INFORMATION

- ❑ Name (if known)
- ❑ Number of suspects
- ❑ Race/gender/size
- ❑ Clothing color & style
- ❑ Physical features
- ❑ Type of weapons
- ❑ Backpack or other equipment

WORKPLACE PREPAREDNESS

- ❑ Do not provide them a weapon
- ❑ Follow security protocols and common sense
- ❑ Establish an agreed upon warning signal

GOAL IS TO DE-ESCALATE THE SITUATION

DO WHATEVER IS NECESSARY TO SURVIVE THE SITUATION

- ❑ If you decide to take the aggressor down, it is best to work as a team
- ❑ Make a total commitment to action and act as a team with others

THE MORE CALM YOU REMAIN THE BETTER THE OUTCOME

PREPARED RESPONSE

WHAT TO DO:

SHOOTER OUTSIDE YOUR BUILDING

- ❑ Proceed to a room that can be locked
- ❑ Close & lock all windows & doors, turn off lights if possible
- ❑ Have one person call 911
- ❑ Remain in place until police arrive & follow their instructions
- ❑ Do not sneak a peek

SHOOTER INSIDE YOUR BUILDING

- ❑ Lock the room you are in & turn off lights
- ❑ Get out of sight
- ❑ Have one person call 911
- ❑ Remain in place until police arrive and follow their instructions

SHOOTER INSIDE YOUR WORK AREA

- ❑ Remain calm
- ❑ Dial 911 to alert police, leave line open
- ❑ Establish communication with suspect
- ❑ Communicate with goal to de-escalate situation

IF YOU ARE OUTSIDE WHEN SHOOTING TAKES PLACE

- ❑ Escape if possible
- ❑ Find and take cover/concealment
- ❑ Depending on proximity to shooter, drop to ground, move or crawl away utilizing any obstructions between you and the shooter
- ❑ When you reach a safe place call 911
- ❑ If in close proximity, communicate with aggressor and attempt to de-escalate situation

DO NOT HANG UP THE PHONE WITH 911 UNTIL ADVISED TO DO SO
BY 911 OR FIRST RESPONDERS